



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY AVIATION WARFRIGHTING CENTER AND FORT RUCKER**  
**453 NOVOSEL STREET**  
**FORT RUCKER, ALABAMA 36362-5000**

REPLY TO  
ATTENTION OF:

ATZQ-AP

1 January 2006

MEMORANDUM FOR RECORD

SUBJECT: Grade/Rank Waivers to Attend Skill Level One Training at the Grade of SGT/E-5 (non-promotable)

1. The Aviation Proponency (AP) Office is responsible for determining the validity of Grade/Rank waiver requests for SGT/E-5 in Active Component (AC), National Guard (NG), and United States Army Reserve (USAR) status to attend Aviation Skill Level One training at their current grade.
2. Before a determination is made on any Grade/Rank waiver request for a SGT/E-5 non-promotable to attend skill level one training, the waiver request will be carefully evaluated to ensure that the individual meets the requirements of AR 601-210, DA PAM 611-21. Exceptions to Policy for E-6/SSG Soldiers and above will not be accepted. Soldiers in a MOS other than 15P who are SGT/E-5 or higher will not be accepted.
3. Once a determination is made, AP will approve or disapprove as required and correspondence will be sent to the unit thru the NGB or USAR Command. Exceptions to Policy requests must be in accordance with established standards outlined on the Aviation Proponency Home Page, (Enlisted Waivers), located at <http://www-rucker.army.mil/ap/default.htm>.
4. Requests will contain the following documents and be submitted through the Chain of Command, thru the respective NGB/USAR Approving Authority, to AP.
  - a. Memorandum stating type of request: Grade/Rank, Formal Training, Line Score, & Prerequisite (routed thru proper channels).
  - b. Soldiers Paragraph and Line Number of the assigned unit (or will be placed in upon completion of training).
  - c. Current copy of PQR (with correct Rank, **ETS**, Physical Exam Date, PULHES, Security Clearance).
  - d. Current copy of DA Form 2A (with current ASVAB scores and **date** taken).

Note: If individual's scores and date have changed then provide a Memorandum from the Education Center or equivalent documentation.
  - e. DD 214 (if prior service and all associated DD 214's received during service).
  - f. DA 3081 Periodic Medical Examination (Statement of Exemption)
  - g. Current Medical Exam (DD 2808 or SF 88), within 5 years, with proof of "Normal Color Vision" Block 66 (DD 2808) Block 33 (SF 88), and proof of "PULHES" Block 74b. (DD 2808) Block 45a. (SF 88).

Note: If PULHES does not meet the criteria specified in DA PAM 611-21 <https://perscomnd04.army.mil/mosmartbk.nsf> then a waiver from the State Surgeon is required stating that the individual is capable of performing duties associated with the MOS requested.
  - h. Proof of SECRET (or Interim) security clearance for waivers requesting MOS 15J, 15N, 15P, and 15Q from unit S-2 Office or Security Manager.

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- i. Proof of any previous aviation experience, if applicable (i.e. Previous ARMY Aviation MOS schooling (DA 1059 or Diploma), A & P License, Civilian Appraisals (minimum of 2 years experience with aircraft specific to MOS requesting), Job Book of work completed at unit for MOS requested, and/or College Transcripts.
- j. Point of Contact to include DSN/Comm/FAX Numbers/E-mail address.
- k. Incomplete Packets will be returned with no action taken.

5. USAAWC point of contact is the Aviation Proponency Office (ATZQ-AP), DSN 558-2359, Commercial (334) 255-2359 or email: atzzqap@rucker.army.mil.

FOR THE COMMANDER:

//Original Signed//  
Director, Aviation Proponency